



Town of Walpole
Commonwealth of Massachusetts

HUMAN RESOURCES

Town Hall
135 School Street
Walpole, MA 02081
Phone (508)-660-7292
apply@walpole-ma.gov

June 8, 2022

Principal Clerk
Select Board/Administration
15-19hrs/week

RECEIVED
22 JUN - 8 AM 8:02
TOWN OF WALPOLE
TOWN CLERK

The Town of Walpole is seeking qualified applicants for a part time (15-19 hours/week) Principal Clerk for our Select Board and Administration department. This position will work under the general direction of the Town Administrator and provide support & assistance to the Executive Assistant. *Duties include but are not limited to:* taking meeting minutes for various boards; assist with license & permit information; assist in the accrual process and provide administrative support to the Town Administrator and Assistant Town Administrator when requested. Complete job description via Walpole website www.walpole-ma.gov.

Desirable Qualifications: High School graduate with experience in office procedures. Knowledge and proficiency in Microsoft applications. Good social/interpersonal and communication skills. Excellent organizational skills. General knowledge of local government operations helpful.

Salary: \$23.24 per hour

Applicants can submit cover letter, resume & [Town of Walpole employment application](#) to: Town of Walpole – Human Resources; 135 School Street, Walpole, MA 02081 or email apply@walpole-ma.gov. Position will remain open until filled. AA/EEO

The Town of Walpole is an equal opportunity employer. M/F/D/V and does not discriminate based on race, creed, gender, national origin, age, disability, marital or veteran status, sexual preference or any other legally protected status. Posted Wednesday June 8, 2022